

# Municipal Court Career Opportunity

MUNICIPALITY: Mansfield Township  
VICINAGE: Somerset/Hunterdon/Warren Vicinage  
POSITION TITLE: P/T Violations Clerk  
POSTING DATE: 06/11/2014  
DEADLINE DATE: 06/27/2014  
STARTING SALARY: \$13.00 - \$15.00 per hour

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## POSITION DESCRIPTION AND REQUIREMENTS

The Township of Mansfield, County of Warren, State of New Jersey is seeking a Violations Clerk for part time hours. This is a shared court for the Townships of Mansfield; Washington; Oxford and the Borough of Washington. Compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Court in this vicinage is required.

Applicant to perform detailed municipal court clerical work involving but not limited to; data entry; telephone/public communication; maintain master filing; record payments; stay abreast of current and new laws and practices as it relates to the municipal court. Must possess the ability to work proficiently with the general public, staff and professionals in a four court shared environment.

Candidates willing to complete POMCA I & II.

The hiring process will comply with Rule 1:34-3, adopted September 13, 2011.

Please submit cover letter and current resume by 06/27/2014 to:

Judge, J. Edward Palmer  
Township of Mansfield  
100 Port Murray Road  
Port Murray, NJ 07865

The Township of Mansfield is an Equal Opportunity Employer.

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.